

THIS PROCUREMENT IS BEING SOLICITED AS A SMALL PURCHASE REQUEST FOR QUOTATION (RFQ). THE SEALED BIDDING TERMINOLOGY AS USED THROUGHOUT THESE SPECIFICATIONS IS SYNONYMOUS WITH THEIR NEGOTIATED PROCUREMENT COUNTERPART UNLESS SPECIFICALLY STATED OTHERWISE. NEGOTIATED PURSUANT TO 41 U.S.C. 5(1).

U.S. GOVERNMENT PRINTING OFFICE

Columbus, Ohio

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Online Survey Invitation Letter RFP

as requisitioned from the U.S. Government Printing Office (GPO) by the

Defense Automated Printing Service for

Department of Army, Ft. Knox, Kentucky

Single Award

The term of this contract is for the period
beginning Date of Award and ending September 30, 2005.

MAIL OR TELEFAX REPLY REQUESTED: Please review these specifications and mail your reply to U.S. Government Printing Office, Columbus Regional Printing Procurement Office, 1335 Dublin Road, Suite 112-B, Columbus, OH 43215 or telefax your reply to Columbus RPPO (614) 488-4577. **NO TELEPHONE BIDS WILL BE ACCEPTED.**

QUOTES ARE REQUESTED BY: 2:00 p.m., prevailing Columbus, Ohio time,
September 9, 2004

BIDDERS PLEASE NOTE: This is a new contract. No abstract is available. Bidders are cautioned to familiarize themselves with all provisions of this contract before bidding.

BEFORE AWARD: ANY QUESTIONS CONCERNING THESE SPECIFICATIONS CALL
Linda Price (614)-488-4616 extension 22.

AFTER AWARD: REFER ALL QUESTIONS TO YOUR CONTRACT ADMINISTRATOR
Ted Mack, (614)-488-4616, extension 21.

NO COLLECT CALLS

SECTION 1. - SPECIFICATIONS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987 (Rev. 06/02)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Pub. 310.1, effective May 1979 (revised 08/02)).

GPO CONTRACT TERMS IS AVAILABLE ON GPO WEB SITE AT
http://www.access.gpo.gov/procurement/ct/terms/ct_title.html

GPO PUB. 310.1 IS AVAILABLE ON GPO WEB SITE AT
<http://www.access.gpo.gov/procurement/qatap/qatap1.html>

REGULATIONS GOVERNING PROCUREMENT

The U.S. Government Printing Office (GPO) is an office in the legislative branch of the United States Government. Accordingly, the Federal Acquisition Regulation is inapplicable to this, and all GPO procurements. However, the text of certain provisions of the Federal Acquisition Regulation as contained in the Code of Federal Regulations (CFR), are referenced in this solicitation. The offeror should note that only those provisions of the Federal Acquisition Regulation which are specifically incorporated by reference into this solicitation, are applicable.

Predominant Function: Presswork and computerized imaging.

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing (Page Related) Attributes -- Level II.
- (b) Finishing (Item Related) Attributes -- Level II.

Inspection Levels (from ANSI/ASQC Z 1.4):

- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests - Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Electronic Media

EXTENSION OF CONTRACT TERM: At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.

PAYMENT: Submit all vouchers to: Comptroller, STOP: FMCE, Office of Financial Management, U.S. Government Printing Office, Washington, D.C. 20401.

ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS: A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual "Print Order" for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from Date of Award through September 30 2005. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

REQUIREMENTS: This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "Ordering". The quantities of items specified herein are estimates only, and are not purchased hereby.

Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated", it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/ delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "Ordering" clause of this contract.

DELIVERY/SHIPPING STATUS INFORMATION: The contractor is to use the GPO furnished form to report the delivery/shipment status on each order. The form is to be reproduced as needed by the contractor. This information **MUST** be furnished to GPO - Columbus, RPPO on each order. The information as contained on this form is to be faxed or called to the Columbus RPPO.

Fax Number (614) 488-9618
Telephone Number (614) 488-4616, extension 19
NO COLLECT CALLS

SECTION 2. -SPECIFICATIONS

SCOPE: These specifications cover the production of post cards, letters, and envelopes requiring such operations copy pickup, films/reproducibles, printing (including variable data) from electronic media, gathering, inserting into envelopes, sorting, and mailing.

TITLE: Online Survey Invitation Letter RFP.

FREQUENCY OF ORDERS/QUANTITIES/TRIM SIZES/DESCRIPTION/CONSTRUCTION:

ITEM 1. POST CARDS:

Number of Orders: Approximately 12 per year, usually one order per month.

Quantity: Approximately 500 copies per order.

Trim Size: 4-1/4 x 6".

Printing: Face and back in black ink. Each card includes up to 5 lines of variable data.

ITEM 2: LETTERS AND ENVELOPES:

Number of Orders: Approximately 3 per year.

Quantity: Approximately 500 copies per order.

Trim Size: 8-1/2 x 11".

Printing: Letters and envelopes print face only in black ink. Each letter includes up to 6 lines of variable data, usually 2 lines. Each envelope includes up to 4 lines of variable data. When window envelopes are ordered in conjunction with letters, contractor must insure that the imprinted mailing address shows clearly through the window and able to pass any postal tap tests.

Envelopes: Contractor to furnish standard #10 envelopes, 4-1/8 x 9-1/2", side/diagonal seams, and fully gummed flap. At Government's option, window envelopes with clear glassine window covering will be ordered. Window size is 4-1/2 x 1-1/8" and is located 7/8" from left edge and 1/2" from bottom edge of envelope.

Fold/Match/Insert: Letters will fold from 8-1/2 x 11" to 8-1/2 x 3-2/3" to fit and then insert into standard #10 envelopes. When non-window envelopes are ordered, contractor must match letters to correct envelopes prior to inserting letters.

GOVERNMENT TO FURNISH:

STATIC DATA:

Media: CD created on Windows platform 2000 or greater

File Format: Windows Word file. .TIF file or hard copy for signature line.

VARIABLE DATA:

Media: CD created on Windows platform 2000 or greater

File Format: ASCII fixed field format

Mailing addresses on disk in zip code order. Addresses may or may not have Zip + 4.

Print Orders (GPO Form 2511).

Delivery/shipping status report form. Form 905 (R. 3/90)

“Labeling and Marking Specifications”.

Blue Labels and Selection Certificates.

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried on copy or film, must not appear on finished product.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under “Government to Furnish,” necessary to produce the product(s) in accordance with these specifications. NOTE: Contractor must furnish all mailing envelopes.

FILMS/REPRODUCIBLES: The contractor must make all reproducibles required. The contractor is responsible for determining what type reproducibles will be used but must maintain the quality level specified in the contract. No separate charges will be allowed for the various types of reproducibles that may be used.

Further, the contractor is responsible for outputting all images contained on furnished material, regardless of the production process, at the highest effective resolution possible. The contractor is responsible for determining the appropriate output resolution to achieve optimal results for such design elements as blends, gradients, halftones, type and other images. This determination should be made using factors such as stock, imaging device (or press) being used, and other factors unique to the contractors production environment.

STOCK/PAPER: The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the “Government Paper Specification Standards No.11” dated February 1999.

Color of paper furnished shall be of a uniform shade and a close match by visual inspection of the JCP and/or attached color sample(s). The Contracting Officer reserves the right to reject shipments of any order printed on paper the color of which, in his opinion, materially differs from that of the color sample(s).

All stock/paper used in each copy must be of a uniform shade.

Post Cards: White Index, basis size 25-1/2 x 30-1/2", 110 lbs. per 500 sheets, equal to JCP Code K10.

Letters: White Writing Paper, basis size 17 x 22", 20 lbs. per 500 sheets, equal to JCP Code D10

Envelopes: White Writing Envelopes, basis size 17 x 22", 20-24 lbs. per 500 sheets, equal to JCP Code V20.

PRINTING/COMPUTERIZED IMAGING:

Printing: Print as indicated on page 4.

Computerized Imaging: Computerized imaging is defined as ink jet spray or high-density laser and is the preferred method for printing variable data. If impact printing is used, the contractor must guarantee that the type will be clear, legible, and not smear.

MARGINS: Adequate gripper margins throughout.

LABELING AND MARKING: Refer to Contract Terms and furnished Form 905.

INSPECTION SAMPLES: When indicated on the print order or otherwise requested, two samples with placeholders for variable data shall be sent for inspection to the U.S. Government Printing Office, Columbus Regional Printing Procurement Office, 1335 Dublin Road, Suite 112-B, Columbus, Ohio 43215-7034, Attn: Inspection Samples.

These samples cannot be deducted from the total quantity ordered. The package or envelope containing the samples shall be identified by the GPO jacket number, program number, print order number, title, and include a facsimile of the print order on which they were ordered. The contractor will comply with the shipping schedule regardless of this requirement and will be notified of the test results only if there are deficiencies.

QUALITY ASSURANCE RANDOM COPIES: The contractor may be required to submit quality assurance random copies to test for compliance against the specifications. These samples would have placeholders for variable data. The print order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed.

Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award.

The copies are to be mailed at the same time as the first scheduled shipment. A copy of the print order must be included.

A U.S. Postal Service approved Certificate of Mailing, identified by Program, Jacket and Print Order numbers, must be furnished with billing as evidence of mailing.

DISTRIBUTION: Mail f.o.b. contractor's city. Contractor must pay postage at time of mailing and will be reimbursed for the mailing cost with proper submission of the required mailing receipts along with the public voucher invoice. Refer to Contract Terms, GPO Publication 310.2, page 8, paragraph 6. Shipping Instructions.

NOTE: A copy of the properly completed USPS mailing receipt must be sent to the address indicated on the individual print order. In addition, a copy must be faxed to DAPS-Fort Campbell at 270-798-2197, Attention Nancy Simons and to US GPO-Columbus RPPO at 614-488-4577, Attention Program 1589-S.

All mailing shall be made at the BULK rate.

All copies mailed must conform to the appropriate regulations in the U.S. Postal Service manuals for "Domestic Mail" or "International Mail" as applicable.

NOTE: Contractor will be required to keep up-to-date on the U.S. Postal Service classification in order that any mailing is made in accordance with any USPS changes.

The ship/deliver date indicated on the print is the date products must be mailed.

SCHEDULE: Adherence to this schedule must be maintained.

Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511) to be picked up with the furnished material.

Furnished material must be picked up from and delivered to various addresses at Fort Knox, Kentucky. Contractor will be notified when order is available for pickup.

Complete production and delivery must be made within 10 workdays upon notification of availability of print order and furnished material.

Approximately 1 to 2 orders per month. Up to 2 orders may be placed on any one workday and both orders may require to be produced and delivered on the same workday.

The ship/delivery date indicated on the print order is the date products must be mailed.

RECEIPT FOR DELIVERY: Contractor must furnish their own receipts for delivery. These receipts must include the GPO jacket, program, and print order numbers: total quantity delivered, number of cartons, and quantity per carton: date delivery made: and signature of the Government agent accepting delivery. The original copy of this receipt must accompany the contractor's voucher for payment.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with each order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

RETURN OF GOVERNMENT FURNISHED PROPERTY: The contractor must deliver all material furnished by the Government, together with one printed sample of each job, to address listed under "Distribution".

These materials must be packaged, properly labeled, and delivered separate from the entire job. The contractor must be able to produce a separate signed receipt for these materials at any time during the contract.

All expenses incidental to pickup and return of furnished materials and furnishing sample copies, must be borne by the contractor.

SECTION 3. - DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the “Schedule of Prices” to the following units of production which are the estimated requirements to produce 1 year’s orders under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

The following item designations correspond to those listed in the “Schedule of Prices”.

- | | | |
|-----|-----|-----|
| I. | (1) | (2) |
| (a) | 12 | 60 |
| (b) | 3 | 15 |
| (c) | 2 | 10 |
| (d) | 1 | 5 |
| (e) | 10 | |

SECTION 4. - SCHEDULE OF PRICES

Bids offered are f.o.b. contractors city.

Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications.

Bidder must make an entry in each of the spaces provided. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared nonresponsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government. Bids submitted with NB (No Bid) or blank spaces for an item may be declared nonresponsive.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the Determination of Award) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

All vouchers submitted to the GPO shall be based on the most economical method of production.

Fractional parts of 100 will be prorated at the per 100 rate.

I. COMPLETE PRODUCT: Prices offered shall include the cost of all required materials and operations necessary for the complete production and delivery in accordance with these specifications.

(a) Printing Post Cards:

- (1) Makeready and/or setup charge.....\$ _____
(2) Running per 100 post cards\$ _____

(b) Printing Letters:

- (1) Makeready and/or setup charge.....\$ _____
(2) Running per 100 letters\$ _____

(c) Printing Non-Window Envelopes:

- (1) Makeready and/or setup charge.....\$ _____
(2) Running per 100 envelopes\$ _____

(d) Printing Window Envelopes:

- (1) Makeready and/or setup charge.....\$ _____
(2) Running per 100 envelopes\$ _____

(e) Matching letters to non-window envelopes per 100 sets\$ _____

(Initials)

MAIL/TELEFAX THIS PAGE TO RPPO COLUMBUS, OHIO

BIDDERS NAME AND SIGNATURE: Fill out and return via mail/telefax "Section 4. - Schedule of Prices", initial or sign in the space provided.

DISCOUNTS ARE OFFERED FOR PAYMENT AS FOLLOWS: _____ percent, _____ calendar days.
(Refer to Article 12 "Discounts" of Solicitation Provisions in GPO Contract Terms (Pub. 310.2)).

BIDDER: _____

(Address)

(City, State Zip Code)

BY: _____
(Signature and title of person authorized to sign this bid)

(Person to be contacted)

(Telephone Number)

CONTRACTOR CODE (if known): _____

SHIPMENT(S) WILL BE MADE FROM: City _____, State _____

MAIL/TELEFAX THIS PAGE TO RPPO COLUMBUS, OHIO